



RESOLUTION NUMBER: 2013-05
DATE APPROVED: 13 May 2013

TOWN OF BRENTWOOD

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD ESTABLISHING DEFINITIONS OF MEETINGS, LIMITATION OF MEETINGS, QUORUM, MINUTES, AGENDA, PROCEDURES, AND PROVIDING FOR CONFLICTS, SEVERBILITY, AND EFFECTIVE DATE.

WHEREAS, The Mayor and Town Council must meet the minimum requirements of the *Maryland Annotated Code* Section 10-501, Attendance at Open Session. The Mayor and Council are also governed by the Town Charter Section 303.0, Meetings of the Council.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD AS FOLLOWS:

SECTION ONE: Definitions.

1. **Regular Meetings:** A meeting of the Mayor and Town Council ordinarily on the third Tuesday of each month, usually televised and videotaped, for discussion and decision on regular Town business.
2. **Special Meetings:** A meeting of the Mayor and Town Council for discussion and decision on specific items. The matter or matters to be considered at a Special Meeting shall be stated in the call to the Meeting. No other matters shall be considered unless all members of the Mayor and Council are present.
3. **Work Sessions:** A meeting of the Mayor and Town Council, usually on the first Tuesday of each month, to administratively discuss and decide pending Town business, and requests for exceptions to the Town Code. Pursuant to the Charter, a work Session is not a regular or special meeting of the Mayor and Town Council.
4. **Closed Meetings/Executive Sessions:** Any regular or special meeting or work session ordinarily open to the public may be closed but only pursuant to the provisions of State Law.
5. **Organizational Meeting:** Meeting held on the first Monday following the Town's election for the purpose of organization, after which the Council shall meet regularly at such time as may be prescribed by its rules.

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7. **Information Meetings.** A meeting of the Mayor and Town Council to present information and obtain feedback from the residents. The Mayor and Council will determine the rules governing presentations made at such meetings.
8. **Emergency Meetings, Notice.** Emergency Meetings may be called with the consent of two-thirds of the Mayor and Town Council members present for matters constituting a severe and imminent danger to the health, safety or welfare of the public. Notice of such Meetings shall be given as is feasible under the circumstances.
9. **Public Hearing, Notice.** A public hearing shall be held on proposed ordinances following publication of the ordinance or a fair summary thereof in a local newspaper of general circulation. Emergency ordinances shall be considered pursuant to the Town Charter.

SECTION TWO: Limitation on Number of Meetings.

No more than four (4) meetings may be held in any given month, unless approved by a majority of the Council present and voting. Except in the event of an emergency, in no event may council approve more than two (2) additional meetings in any given month.

SECTION THREE: Quorum

- A quorum shall consist of two (2) members of the Town Council and the presiding officer. To conduct official business, a quorum must be present at all times. To be "present" is defined as being within the Council Chambers or the Chamber in which the Meeting is being held as that area may be defined from time to time by the Mayor and Town Council.
- Once a Meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Mayor or Presiding Officer or a Councilmember should bring this fact to the attention of the Mayor and Town Council and the Mayor and Town Council shall then be automatically, temporarily recessed until a quorum is reestablished.
- Upon reestablishment of the quorum, the Mayor and Town Council shall resume consideration of the matter before it at the time of the recess. If, in the opinion of the Presiding Officer, a quorum cannot be obtained within a reasonable period of time, the Mayor or Presiding Officer shall declare the Meeting adjourned until the next scheduled Meeting; at that next Meeting, after taking up the usual preliminary matters, the Mayor and Town Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Councilmember from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

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SECTION FOUR: Agenda for Meetings.

- The agenda for all Meetings of the Mayor and Town Council shall be prepared by the Town Clerk in consultation with the Mayor. Agenda items submitted after the established deadlines may be considered by consent of a simple majority of members of the Mayor and Town Council present at the Meeting.
- Agenda items shall be submitted no later than twelve o'clock noon on the Thursday preceding the Council Meeting at which the matter is to be presented.
- The agenda shall be posted at places where Town notices are customarily posted and shall be communicated to residents of the Town through the local cable channel and on the Town's web site.
- Work Session agendas shall be created that can be reasonably accomplished within three hours. The pace will be sped up after 11:00 pm to complete any unfinished business.
- A Consent Agenda may be established for regular Meetings which consist of items determined by a unanimous vote of the Mayor and Town Council to require action but which do not require discussion.
- The agenda shall outline the established order of business. Items on the agenda can be reordered by the Mayor and Town Council during the scheduled Meeting.

SECTION FIVE: Minutes of Meetings.

- The proceedings of the Council shall be briefly and accurately stated in the minutes. Titles of all ordinances and resolutions with their designated numbers shall be entered in the minutes and shall be preserved in a book for that purpose. The Town Clerk shall keep minutes of all meetings, including work sessions and executive meetings, and not less than three days before a regular meeting shall furnish each member of Council with copies of minutes of preceding meetings. Minutes of regular meetings should be presented for Council's approval within thirty (30) days.
- **Minutes Open to Public Review:** Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be available for review in the Town Clerk's office during regular office hours. However, minutes shall not be available until approved by the Council in regular meeting. Minutes of executive sessions of the Council held in accordance with applicable state law shall not be open to public inspection.

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- **Distribution and Availability of Copies:** Distribution of copies of minutes and mailing of minutes on a regular basis shall be in accordance with such guidelines and subject to such copying costs and postage-and-handling fees as may be established by the Council and/or Town Administrator/Manager and may be amended from time to time. Copies of minutes or portions of minutes will be provided upon request in accordance with guidelines and subject to such costs as established by the Town Administrator/Manager.

SECTION SIX: Council Procedures.

Order of Business: The business of all regular meetings of Council shall be transacted in the order of greatest public interest. For the printed agenda, such determination shall be made by the Mayor and/or Town Administrator/Manager, provided that, as an organizational matter, the order of business may be modified at the meeting by the Mayor or Presiding Officer, with the consent of Council or by a motion of Council.

SECTION SEVEN: Citizen Input.

At regular and special meetings, residents of the Town shall have the opportunity to address the Mayor and Council on any item on the agenda. Each regular meeting shall also have an agenda item for citizen input, during which any resident of the Town may address the Mayor and Council on matters or items not on the agenda. Individuals not residing in the Town may speak at regular or special meetings under conditions specified by the Mayor or Presiding Officer.


Speakers must state their name for the record and their address or approximate location. The Mayor or Presiding Officer will provide instruction to speakers that they must provide their address on the Speaker Sign-In Form (if one is present).

Ordinarily, for each agenda item, including citizen input, speakers shall have one opportunity to speak and may not poll or ask questions of individual councilmembers, staff or public officials. Otherwise, the Mayor or Presiding Officer shall determine the conduct of the public discussions on any issue and may set reasonable time limits for such.

At work sessions, residents shall ordinarily be afforded an opportunity to speak only with the permission of the Mayor or Presiding Officer. Non-residents may be allowed to speak on any issue, but only under conditions specified by the Mayor or Presiding Officer.

SECTION EIGHT: CONFLICTS:

All Resolutions or parts of Resolutions in conflict with any other Resolution and any of the provisions of this Resolution are hereby repealed.

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SECTION NINE: SEVERABILITY:

If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall not be held to invalidate force or effect of any other section or part of this Resolution.

SECTION TEN: EFFECTIVE DATE:

This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 15th day of May, 2013.


Bettyjean Bailey-Schmiedigen, Mayor

ATTEST:


Melora Anderson, Town Clerk

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